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Report For Week Ending 18 December 1956
From
Records Center

During this week the following accessions were made:

OO	25 Cu. Ft.
OCR	284 " "
ORR	4 " "
OTR	4 " "
COMPT	52 " "
OL	2 " "
OSI	4 " "
MS	1 " "
Sub-Total:	376 Cu. Ft.
Finished Intelligence	30 " "
Total:	406 Cu. Ft.

V. M. Material	617 Cu. Ft.
Records Holdings	18,448 " "
Distribution Material Holdings	11,293 " "
	30,358 Cu. Ft.

Distribution Material Disposed of at Center	13 Cu. Ft.
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

There has been an increase in the amount of records accessioned over the past week. The bulk of this material 221 cubic feet was retired by Library/Circulation Branch.

Reference

There has been a minimum number of special or expedite request serviced during the week; consequently, this branch has resumed its normal status.

General

25X1A6a

The maintenance crew of [REDACTED] is installing additional shelving in the map area. Shelves are being placed six inches apart instead of the standard twelve inches, therefore, facilitating the reference service.

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Mr. [REDACTED] has accepted the position of Area Records Officer of Training. He has been temporarily assigned to that office to learn the techniques and problems that exist.

The Center is using the Career Preference Outline, Form 1030, to develop the employees potential in his long-range goals. This outline is only for the internal use of the Center at this time.

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[REDACTED]
Chief, Records Center

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